

Community Supervision Standards  Kansas Department of Corrections- Division of Juvenile Services State of Kansas	<b>CHAPTER:</b>  <b>SUPERVISION</b>	<b>STANDARD NO.</b>  <b>CSS-04-125</b>
	<b>SUBJECT:</b>  <b>TITLE IV-E, MEDICAID AND CHILD SUPPORT ENFORCEMENT ELIGIBILITY</b>	<b>PAGE:</b> 1 of 3
<b>REFERENCES: CFP Eligibility and Payment Policy and Procedure Manual, DJS/CSE Handbook, Payment System Handbook, 45 CFR 1356, PPS 4510A, PPS 5425A, PPS 5460</b>		<b>DATE ADOPTED: 1-1-2013</b> <b>DATE REVIEWED: 10-3-2012</b>

**STANDARD:** Written policy, procedure and practice shall require the Community Supervision Agency to complete and forward any required Title IV-E, Medicaid and other eligibility documentation forms.

These forms shall be completed for all juveniles in the Court ordered custody of the Division of Juvenile Services, this includes direct commitments to a juvenile correctional facility (JCF). Completed forms shall be forwarded to the local Division for Children and Families (DCF) Prevention and Protection Services (PPS) office within five (5) business days of assignment to the Community Supervision Agency or upon receipt of said documents.

The following documents shall also be forwarded to the DCF PPS office upon the juvenile's initial admission into Division of Juvenile Services custody:

- Prevention and Protection Services (PPS) 5410A
- Prevention and Protection Services (PPS) 5460
- Journal entry of Court ordered custody
- Journal entry approving the removal of the juvenile from the home
- Juvenile complaint
- Copies of documents proving citizenship and identity (documents allowed to satisfy citizenship and identity requirements are on page two (2) of this standard)

The PPS 5460 shall be completed to report any changes in placement, parental deprivation, SSA/SSI benefits, income, age/school status or termination of Court ordered custody. The PPS 5460 shall be forwarded to the DCF PPS office.

The PPS 5425A shall only be completed twelve (12) months after a juvenile is determined be Title IV-E eligible and every twelve (12) months thereafter while the juvenile remains in court ordered custody.

**NOTE:** The standards and procedures set forth herein are intended to establish operational guidelines for community supervision agencies operating through the board of county commissioners and their employees/contractors and the juvenile offenders under supervision. They are not intended to establish state created liberty interests for community supervision agencies, or the board of county commissioners, or their employees/contractors, or juvenile offenders, or an independent duty owed by the Kansas Department of Corrections- Division of Juvenile Services to community supervision agencies operating through the board of county commissioners or their employees/contractors, supervised juvenile offenders or third parties. This standard and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

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STANDARD (cont.):

The following documents satisfy requirements for citizenship:

- Birth certificate
- Vital Statistics Document if born in Kansas
- Public birth record (United States or Territories)
- American Indian Card (I-872)
- Final adoption decree
- Official United States Record of Military Service (i.e. DD-214)
- United States Department of State Cards (i.e. DS-1350, FS-240, FS-545)
- SSI recipient with proven United States citizenship. Requires screen print from DCF or federal Social Security Staff.

The following documents satisfy requirements for identity:

- Driver's license
- Federal, state or local government ID. Includes employee or prison ID. (If there is no photo, the ID must include identifying data)
- Military ID card, including Dependent ID cards
- Native American Tribal document
- School ID or records including childcare. These documents must include the juvenile's date of birth and the parent's name. (i.e. grade cards, admission forms)  
A photo is required for the use of a yearbook or directory
- Doctor, clinic or hospital records on official letterhead, created at birth or at least five (5) years before Medicaid application

The following documents satisfy requirements for both citizenship and identity:

- Passport
- Certification of Naturalization

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STANDARD (cont.):

- Certificate of Citizenship

State purchase of service dollars shall only be authorized for those providers listed in the JJA Payment System Handbook.

DISCUSSION: None.

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